
Virginia Office of Emergency Medical Services
EMS Patient Care Information System (EMS PCIS)
Vendor Approval Policy

Instituted July, 2006

EMS PCIS Includes the:

Virginia Statewide Trauma Registry Program (VSTR)

Virginia Prehospital Patient Care Reporting Program (PPCR)

Virginia Department of Health
Office of Emergency Medical Services
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Policy: Vendor Approval for submitting to the EMS Patient Care Information System (EMS PCIS). The EMS PCIS includes the Virginia Statewide Trauma Registry (VSTR) and the Prehospital Patient Care Reporting program (PPCR).

Purpose: To expedite requests for service and maintain data quality by actively monitoring and granting “vendor approval” to those private and public entities submitting data directly to the VSTR and/or PPCR programs.

Scope: This policy is set by the business owner of the VSTR and PPCR programs and applies to all staff, contractors and persons involved with these programs.

Authority: under the *Code of Virginia* § 32.1-116.1 the Office of EMS has the authority to collect trauma and EMS related information from EMS agencies and hospitals. Within this authority OEMS may prescribe the minimum dataset and the technical specifications of which this data is collected.

OEMS values that each hospital and EMS agency will use technology to benefit their mission and as such OEMS is willing to receive *Code* required data submissions from other data collection programs. However; data submitted from other than OEMS developed programs must meet OEMS established technical specifications and minimum dataset.

Hospitals and EMS agencies must maintain compliance with data submissions at all times. Using other than OEMS developed data submission techniques is done at the discretion of the hospital or agency. Other than OEMS developed programs may not be granted vendor approval or may lose vendor approval if data from these sources is found to be of poor quality at anytime.

The loss of vendor approval will not relieve hospitals or EMS agencies of the requirement to submit data on time or as required. OEMS highly recommends that hospitals and EMS agencies clearly communicate these data submission requirements to potential or current vendors.

Procedures:

1. Who may seek “Vendor Approval” to submit to the VSTR or PPCR Program
 - a. Any commercial vendor who serves or plans to serve a hospital or EMS agency that is required to submit to the Virginia EMS PCIS.
 - b. Any hospital or EMS agency that wishes to submit required data to the Virginia EMS PCIS with a non-commercial program other than OEMS developed programs, i.e. “homegrown” software programs.
2. Length of Vendor Approval
 - a. Vendor Approval will be granted for a period of two years and will automatically expire at the end of this term unless approval is renewed through the OEMS.
 - b. Vendor Approval may be revoked at anytime by OEMS upon discovery of poor data submission(s) associated with the vendor. A common example of this occurs when a vendor or OEMS upgrades their software (version update) without assuring it meets OEMS’ technical specifications.

- c. OEMS may revoke vendor approval at anytime that it discovers a vendor is not meeting submission requirements. Items that may cause revocation of approval may be related to quality of data, completeness of submission, security of data, not submitting in the format prescribed by OEMS or other scenarios unforeseen by OEMS.
 3. Hospital and EMS Agency responsibility while seek vendor approval.
 - a. Hospital and EMS agencies must remain compliant with data submission while seeking or having a commercial vendor seek approval.
 - b. Hospitals and EMS agencies are required to submit to OEMS. Vendors are not required to submit, nor be approved by OEMS. It is the hospital or EMS agency that is responsible for matters of compliance.
 - c. Hospitals and EMS agencies should assure their vendor is submitting as expected.
 4. Vendor Approval Process for PPCR
 1. Vendor contacts OEMS PPCR Coordinator with interest (contact OEMS at (804)864-7600 or 1(800)523-6019 and ask for the PPCR Coordinator or visit the OEMS website at <http://www.vdh.virginia.gov/oems/>)
 2. PPCR Coordinator requests from vendor;
 - a. Agency(S) the vendor is seeking to submit for (if applicable);
 - b. Test files to be submitted that are representative of a variety of profiles;
 - c. Method of transferring test files to OEMS.
 3. PPCR Coordinator receives test files.
 - a. The PPCR Coordinator will review test files to evaluate if they meet OEMS' technical specifications.
 - b. The PPCR Coordinator may log a defect to have the test files reviewed by the Office of Information Management (OIM) or other IT support agency as needed.
 - c. If either the PPCR Coordinator or OIM find errors in the test files they will communicate these errors to the vendor in a timely fashion and direct the vendor to resubmit new test files once the errors have been corrected.
 - d. The PPCR Coordinator will be informed immediately of all communications with vendors.
 4. Files meeting technical specifications.
 - a. If OIM or other determines files meet OEMS technical specifications they will communicate this to the PPCR Coordinator.
 - b. Once the PPCR Coordinator believes a vendor meets approval, they will present these findings to the Trauma Program Manager for final approval.
 - c. Once a vendor has been granted final approval by the Trauma Program Manager the vendor and any involved agency will be notified of the approval in writing and the vendors name will be placed upon the OEMS web site as an approved vendor.
 5. Vendor approval process for the VSTR
 1. Vendor contacts OEMS Trauma Registry Coordinator with interest (contact OEMS at (804)864-7600 or 1(800)523-6019 and ask for the Trauma Registry Coordinator or visit the OEMS website at <http://www.vdh.virginia.gov/oems/>)
 6. Trauma Registry Coordinator will be the initial contact for vendors seeking approval.
 - a. The Trauma Registry Coordinator will obtain the names of the agency or agencies the vendor is seeking to submit for (if applicable)
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- b. Contact information from the vendor of the person who will be performing the technical aspect for seeking approval.
 - c. Will provide the vendor seeking approval with guidance towards applicable information needed to achieve meeting OEMS flat file submission requirements.
 - d. The Trauma Registry Coordinator will log a defect to have the Office of Information Management (OIM) or other IT support agency contact the vendor to explain the process of submitting test files.
 - e. Test files will be evaluated and any errors communicated to the vendor in a timely fashion. The vendor will be directed to resubmit new test files once the errors have been corrected.
 - f. The Trauma Registry Coordinator will be informed immediately of all communications with vendors.
7. Files meeting technical specifications
- a. If OIM or other determines the files meet OEMS technical specifications they will communicate this to the Trauma Registry Coordinator.
 - b. Once the Trauma Registry Coordinator believes a vendor meets approval, they will present these findings to the Trauma Program Manager for final approval.
 - c. Once a vendor has been granted final approval by the Trauma Program Manager the vendor and any involved agency will be notified of the approval in writing.